



**SOUTHEAST CRESCENT  
REGIONAL COMMISSION**

## **State Economic and Infrastructure Development (SEID) Grant Program**



### **2023 Notice of Funding Availability (NOFA)**

**Pre-Application:** Release date **June 19, 2023**

**Deadline:** **July 21, 2023**

**Full Application:** Release date **August 7, 2023**

**Deadline:** **September 15, 2023**

**Summary of Grant Information**  
**State Economic and Infrastructure Development (SEID) Grant Program**

|                             |   |
|-----------------------------|---|
| <b>Issuing Agency</b>       | Southeast Crescent Regional Commission (SCRC)   |
| <b>Program Overview</b>     | This cycle will fund projects that revitalize and transform communities, spurring economic development in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia.  |
| <b>Goals and Objectives</b> | <p><b>Invest in Critical Infrastructure</b></p> <ul style="list-style-type: none"> <li>● Expand basic water and sewer infrastructure</li> <li>● Expand access to affordable and reliable digital infrastructure</li> <li>● Support transportation infrastructure and transit services</li> </ul> <p><b>Improve Health and Support Services Access and Outcomes</b></p> <ul style="list-style-type: none"> <li>● Support access to affordable, high-quality healthcare and services that support mental and physical health</li> <li>● Provide support to build capacity for navigating and accessing support services</li> </ul> <p><b>Strengthen Workforce Capacity</b></p> <ul style="list-style-type: none"> <li>● Promote workforce development programs for local, high-demand job opportunities</li> <li>● Increase enrollment in and completion of critical training programs by investing in wrap-around services</li> </ul> <p><b>Foster Entrepreneurial and Business Development Activities</b></p> <ul style="list-style-type: none"> <li>● Support the expansion of access to business capital to support innovation, entrepreneurship and economic equity</li> <li>● Invest in programs and business opportunities addressing critical challenges while attracting and retaining talent</li> </ul> <p><b>Expand Affordable Housing Stock and Access</b></p> <ul style="list-style-type: none"> <li>● Increase access to services and legal assistance to resolve title, heirship, land tenure and eviction issues</li> <li>● Support enrollment in and access to homebuyer programs</li> <li>● Invest in efforts to improve the affordability and availability of quality housing across the region</li> </ul> <p><b>Promote Environmental, Conservation, Preservation, and Access</b></p> <ul style="list-style-type: none"> <li>● Invest in air, water and soil clean-up efforts that impact historically disadvantaged communities</li> <li>● Preserve and expand access to natural resources to increase outdoor recreation and tourism opportunities</li> </ul> <p><b>State Economic Development Plans and Strategy Statements</b><br/> In addition to aligning with one of the strategic goals above, projects should also reflect the identified priorities outlined in the State Economic Development Plans and Strategy Statements of the member state where the projects will be located. Copies of the plans and statements can be found on <a href="http://scrc.gov">scrc.gov</a>.</p> |

|                            |   |
|----------------------------|---|
| <b>Eligible projects</b>   | Public infrastructure projects categorized as basic public, telecommunications and transportation, as well as projects to support basic health care, access to affordable housing, business and workforce development, resource conservation and preservation, tourism and recreation.  |
| <b>Eligible applicants</b> | <ul style="list-style-type: none"> <li>● State governments of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia</li> <li>● Local governments (village, town, city and county)</li> <li>● Other political subdivisions of States (regional planning commissions, or local economic or community development activities or a consortium of political subdivisions)</li> <li>● Indian Tribes; § 200.54 Indian tribe (or “federally recognized Indian tribe”)</li> <li>● Non-profit organization described in section 501(c) and 501(a)</li> </ul> |
| <b>Deadlines</b>           | Pre-Application Portal Opens ..... June 19, 2023<br>Pre-Application Due ..... July 21, 2023<br>Full Application Portal Opens ..... August 7, 2023<br>Full Application Due ..... September 15, 2023<br>SCRC Notification of Awards ..... November 14, 2023   |
| <b>Funding Amount</b>      | \$20 million - \$50,000 minimum/\$500,000 maximum   |
| <b>Cost Share</b>          | <ul style="list-style-type: none"> <li>● For projects in transitional counties or isolated areas of distress, the federal cost share may not exceed 50%.</li> <li>● For projects in distressed counties, the federal cost share may not exceed 80%.</li> <li>● For multi-county or multi-state projects, the federal cost share can be increased to 60-90% for a project or activity.</li> </ul>  |

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## I. INTRODUCTION

**NOFA Publication Date:** June 8, 2023  
**Pre-Application Deadline:** July 21, 2023  
**Full Application Deadline:** September 15, 2023

The Southeast Crescent Regional Commission (SCRC) is publishing this Notice of Funding Availability (NOFA) to solicit applications for grants under the FY 2023 State Economic Development and Infrastructure (SEID) grant program.

This NOFA provides a general overview of the SEID grant program and outlines specific requirements needed to complete the application process. Access to the application and additional information can be found on [scrc.gov](http://scrc.gov).

## II. GENERAL INFORMATION

### A. About Southeast Crescent Regional Commission (SCRC)

The Southeast Crescent Regional Commission (SCRC) is a federal-state partnership authorized by Congress in the 2008 Food, Conservation, and Energy Act (“the Farm Bill”) to promote and encourage economic development in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia and all of Florida. SCRC invests in projects that support basic infrastructure, business development, natural resource preservation and workforce development. SCRC is committed to supporting job creation, building communities and improving the lives of those who reside in the 428 counties of the seven-state region.

The Commission leadership consists of a Senate-confirmed Federal Co-Chair (FCC) and the collective of Governors representing each state located within the SCRC footprint. The collective is led by a States’ Co-Chair, one Governor elected by majority vote of the Governors. Local participation is represented by 62 local development districts (LDDs).

### B. SCRC States, Counties and County Equivalents

|   |   |
|---|---|
| <b>Alabama</b> (13 counties)  | Autauga, Baldwin, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, Lee, Mobile, Montgomery, Pike  |
| <b>Florida</b> (67 counties)<br>*Florida has opted out of the FY 2023 SEID Grant Program cycle. | Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Escambia, Flagler, Franklin, Gadsden, Gilchrist, Glades, Gulf, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Holmes, Indian River, Jackson, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Liberty, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. |

|   |  |
|---|--|
|   | Lucie, Sumter, Suwannee, Taylor, Union, Volusia, Wakulla, Walton, Washington   |
| <b>Georgia</b> (122 counties)                         | Appling, Atkinson, Bacon, Baker, Baldwin, Ben Hill, Berrien, Bibb, Bleckley, Brantley, Brooks, Bryan, Bulloch, Burke, Butts, Calhoun, Camden, Candler, Charlton, Chatham, Chattahoochee, Clarke, Clay, Clayton, Clinch, Cobb, Coffee, Colquitt, Columbia, Cook, Coweta, Crawford, Crisp, De Kalb, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Effingham, Emanuel, Evans, Fayette, Fulton, Glascock, Glynn, Grady, Greene, Hancock, Harris, Henry, Houston, Irwin, Jasper, Jeff Davis, Jefferson, Jenkins, Johnson, Jones, Lamar, Lanier, Laurens, Lee, Liberty, Lincoln, Long, Lowndes, Macon, Marion, McDuffie, McIntosh, Meriwether, Miller, Mitchell, Monroe, Montgomery, Morgan, Muscogee, Newton, Oconee, Oglethorpe, Peach, Pierce, Pike, Pulaski, Putnam, Quitman, Randolph, Richmond, Rockdale, Schley, Screven, Seminole, Spalding, Stewart, Sumter, Talbot, Taliaferro, Tattnall, Taylor, Telfair, Terrell, Thomas, Tift, Toombs, Treutlen, Troup, Turner, Twiggs, Upson, Walton, Ware, Warren, Washington, Wayne, Webster, Wheeler, Wilcox, Wilkes, Wilkinson, Worth |
| <b>Mississippi</b> (18 counties)                      | Clarke, Forrest, George, Greene, Hancock, Harrison, Jackson, Jones, Lamar, Lauderdale, Leake, Neshoba, Newton, Pearl River, Perry, Scott, Stone, Wayne   |
| <b>North Carolina</b> (69 counties)                   | Alamance, Anson, Beaufort, Bertie, Bladen, Brunswick, Cabarrus, Camden, Carteret, Caswell, Chatham, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Davidson, Duplin, Durham, Edgecombe, Franklin, Gaston, Gates, Granville, Greene, Guilford, Halifax, Harnett, Hertford, Hoke, Hyde, Iredell, Johnston, Jones, Lee, Lenoir, Lincoln, Martin, Mecklenburg, Montgomery, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pamlico, Pasquotank, Pender, Perquimans, Person, Pitt, Randolph, Richmond, Robeson, Rockingham, Rowan, Sampson, Scotland, Stanly, Tyrrell, Union, Vance, Wake, Warren, Washington, Wayne, Wilson   |
| <b>South Carolina</b> (39 counties)                   | Abbeville, Aiken, Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Charleston, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Edgefield, Fairfield, Florence, Georgetown, Greenwood, Hampton, Horry, Jasper, Kershaw, Lancaster, Laurens, Lee, Lexington, Marion, Marlboro, McCormick, Newberry, Orangeburg, Richland, Saluda, Sumter, Williamsburg, York   |
| <b>Virginia</b> (100 counties and county equivalents) | Accomack, Albemarle, <b>Alexandria city</b> , Amelia, Amherst, Appomattox, Arlington, Augusta, Bedford, Brunswick, Buckingham, Campbell, Caroline, Charles City, Charlotte, <b>Charlottesville city</b> , <b>Chesapeake city</b> , Chesterfield, Clarke, <b>Colonial Heights city</b> , Culpeper, Cumberland, <b>Danville city</b> , Dinwiddie, <b>Emporia city</b> , Essex, Fairfax, <b>Fairfax city</b> , <b>Falls Church city</b> , Fauquier, Fluvanna, Franklin, <b>Franklin city</b> , Frederick, <b>Fredericksburg city</b> , Gloucester, Goochland, Greene, Greensville, Halifax, <b>Hampton city</b> , Hanover, <b>Harrisonburg city</b> , Henrico, <b>Hopewell city</b> , Isle of Wight, James City, King And Queen, King George, King William, Lancaster, Loudoun, Louisa,   |

|  |   |
|--|---|
|  | Lunenburg, <b>Lynchburg city</b> , Madison, <b>Manassas city</b> ,<br>Manassas Park city, Mathews, Mecklenburg, Middlesex,<br>Nelson, New Kent, <b>Newport News city</b> , <b>Norfolk city</b> ,<br>Northampton, Northumberland, Nottoway, Orange, Page,<br>Petersburg city, Pittsylvania, <b>Poquoson city</b> , <b>Portsmouth city</b> ,<br>Powhatan, Prince Edward, Prince George, Prince<br>William, Rappahannock, Richmond, <b>Richmond city</b> ,<br>Roanoke, <b>Roanoke city</b> , Rockingham, Salem city,<br>Shenandoah, Southampton, Spotsylvania, Stafford,<br><b>Staunton city</b> , <b>Suffolk city</b> , Surry, Sussex, <b>Virginia Beach city</b> ,<br>Warren, <b>Waynesboro city</b> , Westmoreland,<br><b>Williamsburg city</b> , <b>Winchester city</b> , York |
|--|---|

### C. Economic Distress Designations

SCRC annually assesses levels of distress throughout the region as dictated by the authorizing statute, *Section 40 U.S.C., Subtitle V, §15702*, which identifies and defines three economic designations – *Distressed, Transitional, and Attainment*. The authorizing statute can be found on [scrc.gov](http://scrc.gov).

SCRC uses an index-based county economic classification system to identify the economic status of each county using three indicators – the *three-year average unemployment rate, per capita market income and poverty rate*. The results are summed and averaged to create a composite index value for each county. A full list of SCRC counties and county equivalents by economic designation can be found on [scrc.gov](http://scrc.gov).

|   |  |   |
|---|--|---|
| <p><b>Distressed Counties</b></p> <p>Distressed Counties with high rates of poverty, unemployment, or outmigration and are the most severely and persistently economically distressed and underdeveloped.</p> | <p><b>Transitional Counties</b></p> <p>Transitional Counties that have recently suffered high rates of poverty, unemployment, or outmigration or are economically distressed and underdeveloped.</p> | <p><b>Attainment Counties</b></p> <p>Highest 25% Counties in the U.S and neither distressed nor transitional.</p> |
|---|--|---|

### Isolated Areas of Distress

Additionally, *Section 40 U.S.C., Subtitle V, §15702* directs SCRC to identify Isolated Areas of Distress, areas within attainment counties with high rates of poverty, unemployment and outmigration. To identify Isolated Areas of Distress, SCRC pulled Census tracts and assessed them using three variables – those at or above the U.S. median poverty rate of 12.6%, those below the U.S. median household income of \$46,244 and those designated as a historically-disadvantaged community. All three variables must be met. A full list of Isolated Areas of Distress can be found on [scrc.gov](http://scrc.gov).

## D. SCRC Five-Year Strategic Plan Goals

SCRC investments are directed by the authorizing statute and the [Five-Year Strategic Plan](#), demonstrating SCRC's commitment to advancing local economies, infrastructure, business expansion, job creation and job retention. Six goals from the Five-Year Strategic Plan guide SEID funding that support programs and/or projects in the region:

### 1) Invest in Critical Infrastructure

- 1.1 Expand basic water and sewer infrastructure to be more resilient
- 1.2 Expand and improve access to affordable and reliable digital infrastructure
- 1.3 Support transportation infrastructure systems and transit services

### 2) Improve Health and Support Services Access and Outcomes

- 2.1 Support initiatives that expand access to affordable, high-quality healthcare and services that support mental and physical health
- 2.2 Provide support to build capacity for navigating and accessing services

### 3) Strengthen Workforce Capacity

- 3.1 Promote workforce development programs for local, high-demand job opportunities
- 3.2 Increase enrollment and completion of critical training programs

### 4) Foster Entrepreneurial and Business Development Activities

- 4.1 Support the expansion of access to business capital to support innovation, entrepreneurship and economic equity
- 4.2 Invest in programs and business opportunities that address critical challenges facing communities while attracting and retain talent

### 5) Expand Affordable Housing Stock and Access

- 5.1 Increase access to wrap-around services and legal assistance to resolve title, heirship, land tenure and eviction issues
- 5.2 Support enrollment in and access to homebuyer programs
- 5.3 Invest in efforts to improve the affordability and availability of quality housing across the region

### 6) Promote Environmental, Conservation, Preservation, and Access

- 6.1 Invest in air, water and soil clean-up efforts that impact historically disadvantaged communities
- 6.2 Preserve and expand access to natural resources to increase outdoor recreation and tourism opportunities

## E. State Economic and Development Plans and Investment Priorities

In addition to alignment with the authorizing statute and Five-Year Strategic Plan, applicants must ensure projects align with priorities outlined in the State Economic and Development Plan and Strategy Statement of the state(s) where the project will be implemented. These plans prioritize SCRC economic development activities for each state. State plans can be accessed on [scrc.gov](http://scrc.gov).

Ultimately, the focus of SEID grants is on investments that directly impact and are

transformational in helping revitalize communities and spur economic development. Applicants are strongly encouraged to contact the State Program Manager(s) for guidance pertaining to eligible uses of SEID funds.

Additionally, SEID applications should reflect the following Administration initiatives and Executive Orders:

[NATIONAL STRATEGY ON HUNGER, NUTRITION, AND HEALTH](#)

[JUSTICE40](#)

[EXECUTIVE ORDER 14008 – TACKLING THE CLIMATE CRISIS AT HOME AND ABROAD](#)

[EXECUTIVE ORDER ON REVITALIZING OUR NATION’S COMMITMENT TO ENVIRONMENTAL JUSTICE FOR ALL](#)

[EXECUTIVE ORDER TO ADVANCING RACIAL EQUITY AND SUPPORT FOR UNDERSERVED COMMUNITIES THROUGH THE FEDERAL GOVERNMENT](#)

### **III. PROGRAM INFORMATION**

#### **A. Overview**

Southeast Crescent Regional Commission (SCRC) was activated in January 2022 and receives annual appropriations from Congress to invest in economic and infrastructure development projects to reduce the effects of poverty, unemployment and outmigration.

This Notice of Funding Availability (NOFA) makes \$20 million<sup>1</sup> in grant funds available for awards through the competitive State Economic and Infrastructure Development (SEID) Grant Program. The SEID Grant program includes funding from SCRC’s annual appropriations and the Bipartisan Infrastructure Law (BIL).

SCRC’s authorizing statute, [40 U.S.C., Subtitle V, §15501 \(b\)\(c\)\(d\)](#), indicates how much and where grant funds must be spent. At least 50% of grant funds must be allocated to distressed counties and isolated areas of distress. At least 40% of grant funds must be allocated to infrastructure projects tackling basic public infrastructure, telecommunications and transportation. Infrastructure projects and goals are outlined in the BIL. [Click here to access BIL](#) information.

#### **B. Funding Availability and State Allocations**

The SEID program is SCRC’s flagship grant program designed to encourage and support economic and infrastructure development activities across the Southeast Crescent region. In FY 2023, the inaugural grant program will invest \$20 million in

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<sup>1</sup> Consolidated Appropriations Act, 2023, PL. 117-328 (\$10 million); Consolidated Appropriations Act, 2022, PL. 117-328 (\$5 million); Infrastructure Investments and Jobs Act, 2021, PL. 117- 58 (\$5 million).

projects that align with the priorities identified in the authorizing statute, Five-Year Strategic Plan and State Economic Development Plans. Each state’s grant allocation is calculated via a formula using percentages of equal distribution, total population in the region, total distressed population and distressed area in square miles.

**FY 2023 Grant Allocations by State**

|                |                         |
|----------------|-------------------------|
| Alabama        | \$ 1,226,975.65         |
| Georgia        | \$ 7,211,184.09         |
| Mississippi    | \$ 2,644,967.35         |
| North Carolina | \$ 4,466,111.42         |
| South Carolina | \$ 2,638,685.34         |
| Virginia       | \$ 1,812,076.15         |
| <b>Total</b>   | <b>\$ 20,000,000.00</b> |

*Florida has opted out of the FY 2023 SEID Grant Program cycle.<sup>2</sup>*

**SEID Grant Awards**

SEID grant awards will fund construction and non-construction projects ranging from a state certification amount of **\$50,000 (minimum)** to **\$500,000 (maximum)**, as detailed below. With justification, states may recommend awards exceed the maximum to the Commission. Recommendations exceeding the maximum with insufficient justification may be reduced to the state-certified maximum or denied.

|                           |                    |
|---------------------------|--------------------|
| Construction Projects     | Maximum: \$500,000 |
| Non-construction Projects | Maximum: \$350,000 |

**C. Period of Performance**

The period of performance for SEID grant awards is 24 months. The anticipated start date for awards made under this announcement is *December 1, 2023*. All proposed projects should be completed on or before *November 30, 2025*. Projects may be granted two extensions, for one year each, when reasonable progress is demonstrated. All extensions must be approved by the Federal Co-Chair and the state(s) where the project is located.

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<sup>2</sup> 40 U.S.C. 15701.

## D. Eligible Applicants

- State governments of Alabama, Georgia, Mississippi, North Carolina, South Carolina and Virginia
- Local governments (village, town, city and county)
- Other political subdivisions of States (regional planning commissions, special purpose district of a state or local government engaged in economic or community development activities or a consortium of political subdivisions)
- Indian Tribes; § 200.54 Indian tribe (or “federally recognized Indian tribe”). Indian tribe means any Indian tribe, band, nation or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (*43 U.S.C. Chapter 33*), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (*25 U.S.C. 450b(e)*). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services
- Non-profit entities. The term ‘nonprofit entity’ means any organization described in section 501(c) of the Internal Revenue Code of 1986 and exempt from taxation under 501(a) of that Code.

## E. Ineligible Applicants

- For-profit entities, LLCs and other entities that are not a 501(c), *40 U.S.C. §15101(c)*.
- Those entities normally deemed eligible but, due to prior federal or state funding history, have been identified as ineligible for future investments.
- A non-profit identified by a state that does not have a federally recognized 501(c) status is not an eligible applicant.
- Any entity seeking to implement a project in Florida, as the State of Florida has opted out of the FY 2023 SEID grant cycle.

## F. Eligible Activities - SEID funds may be used for:

### Infrastructure Projects

Congressional appropriations will support economic investments into SCRC communities. The SEID grant program addresses infrastructure needs and priorities, allocating at least 40% of grant funds to public infrastructure projects categorized as basic public, telecommunications and transportation.

Grant recipients must maintain ownership/control over all investments made with SCRC funds. Ownership of physical equipment and/or structures may not transfer to any other entity, unless fully depreciated, in which case documentation will be required.

SCRC will also prioritize investments in renewable energy. Renewable energy shall mean construction, alteration or repair including what is generally defined as any naturally occurring, theoretically inexhaustible source of energy, such as biomass, solar, wind, tidal, wave and hydroelectric power that is not derived from fossil or nuclear fuel. Publicly owned and non-profit entities are eligible. Facilities that are owned by a for-profit entity or who will serve to benefit as a pass-through from an eligible entity will **NOT** be eligible.

### **Basic Public Infrastructure:**

Basic public infrastructure shall mean construction, alteration or repair, including those services that are generally necessary to conduct business. Public infrastructure are facilities, systems and structures that are owned or available for use by the public to catalyze economic development, and includes core infrastructure (such as water, wastewater and energy), critical infrastructure (such as those required to maintain public health and economic vitality) and community infrastructure (such as those required to improve health outcomes and increase community connectedness). This definition includes specific projects such as: collection and distribution systems, treatment plants and other infrastructure that collects, treats and delivers drinking water and wastewater-related services; electric power generation and transmission to include renewable energy and storage; solid waste to include recycling, composting, disposal and waste-to-energy via incineration; systems for heat distribution through sources such as co-generation, biomass, geothermal heating, heat pumps and central solar heating; childcare facilities, outdoor recreation infrastructure and public meeting spaces such as community centers; facilitate and improve health outcomes and physical activity.

### **Telecommunications Infrastructure:**

Telecommunications infrastructure shall mean construction, alteration or repair to accommodate the use of, or connection with, a telecommunications network, including lines, equipment, apparatus, towers, antennas, etc., and/or cyber infrastructure (routing and switching software, operational support systems, etc.) necessary to transmit information from one location to another. Investments in telecommunications infrastructure support reliable and affordable broadband to provide local businesses access to digital, facilitate online learning and workforce development.

### **Transportation Infrastructure:**

Transportation infrastructure shall mean construction, alteration or repair, for the purpose of transporting people and goods, including fixed installations and rights of way necessary for transporting from one point to another. This includes infrastructure that improves economic mobility for individuals, and may include roads, railways, airways, waterways, canals and terminals such as airports, railway stations, bus stations, parking, refueling depots (including fueling docks and fuel stations), EV charging stations, EV Make Ready infrastructure and seaports.

## **Non-Infrastructure Projects**

SCRC will allocate funds for non-infrastructure projects to support basic health care, access to affordable housing, business and workforce development, resource conservation and preservation, tourism and recreation.

### **Health and Support Services Access and Outcomes**

Access to health and support services include costs of basic health care facilities and remote clinical services to include telemedical services, provider training, technical assistance to health care facilities/networks and health education services. Key components of basic health care include the capacity to assess, evaluate, monitor and respond to both acute (emergency) threats and chronic (ongoing) challenges to public health. This includes prioritizing the role of nutrition and food security in overall health, including disease prevention and management, training a capable and qualified workforce, up-to-date data and information systems, developing policies and plans that support community health efforts, linking people to personal health care services and research for innovative solutions to solve community health problems. Basic health care services shall also include treatment of mental illness and substance abuse. Operating costs of facilities are NOT eligible.

### **Strengthen Workforce Capacity**

Workforce Development shall mean job training or employment-related education for a specific employer to fill immediate job openings or retain current jobs, which are documented as such by that specific employer. Such training shall be delivered using existing public educational facilities (EPEFs) located in the region. However, if the applicant demonstrates (1) sufficient information demonstrating an EPEF's inability (e.g., insufficient capacity, curriculum, and/or accessibility) to satisfy the defined need, and the applicant (2) demonstrates a compelling need to use a non-EPEF for such training, then a project may be eligible.

### **Entrepreneurial and Business Development**

Business Development shall mean those areas of business development which include the creation of new businesses or the retention or expansion of existing businesses in the local communities and are deemed eligible. Projects shall document job-creation or job-retention. Funding of start-up projects, such as business incubators or industrial parks, must have committed business tenants. Expansion of existing business incubators and industrial parks are also allowed. Business incubation shall mean a business support process that accelerates the successful development of start-up and early-stage companies by providing entrepreneurs with an array of targeted resources.

## **Affordable Housing Access**

Projects that increase access to services and legal assistance to resolve title, heirship, land tenure and eviction issues, by supporting the creation, promotion or marketing of an online knowledge bank of information of existing organizations that provide support services, assistance and education for aforementioned services, especially in rural areas, are eligible projects. Programs that support enrollment in and access to homebuyer programs or market existing readiness programs are eligible. Programs to improve the affordability and availability of housing through technical assistance and local zoning reforms and providing incentives for sustainable and equitable affordable housing investments are eligible. Projects that support the development of community land trusts and shared equity homeownership models are eligible. Construction, rehabilitation, or acquisition of rental or owner-occupied units are NOT eligible.

## **Environmental Conservation, Preservation, and Access**

Projects that promote environmental conservation, preservation and access, including those that foster the benefits of physical activity, ensuring access to safe places to be active, and preservation of open space, such as access roads, bridges and signage are eligible. Programs that plan, develop and manage tourism in a natural resource setting, applying environmentally sound, culturally sensitive and economically sustainable principles and which support sustainable tourism that can potentially mitigate the harmful impacts of visitors to natural areas while supporting conservation of the ecosystem are also eligible. While easements and land purchases are eligible under the Federal criteria, an economic development case must be made to substantiate funds used for this purpose.

### **G. Ineligible Activities - SEID funds shall NOT be used for:**

- Pass-through funding will not be awarded. Eligible entities may not be conduits for entities such as private-sector businesses or other entities that are not listed as co-applicants. Property purchased with SCRC funding cannot be sold or donated.
- Financial assistance to assist in relocating from one area of the region to another.
- Funds to “supplant” existing federal programs.
- Projects that promote unfair competition between businesses within the same immediate service area are not eligible.

### **H. Eligible Costs - SEID funds may be used for:**

- Fees to contractors, but not any fee or profit to the recipient or subrecipient.
- Construction and pre-construction costs such as engineering.
- Indirect costs for work performed by the recipient staff. Indirect cost must be documented by a Federal Cognizant Agent or an entity acting on their

behalf and documentation of the same submitted with the application. If you do not have a federally approved indirect cost rate, you must use 10% as your indirect cost rate for the purposes of this application.

- Applicable and allocable costs as outlined in the Federal Cost Principles. Uniform Guidance (2 CFR §200).
- Funds to match federally funded projects (when both federal agencies allow) only when the total funds from SCRC and other federal funders does not exceed 80% of the total project budget. *40 USC §15506(e).*

#### **I. Funding Restrictions - SEID funds shall NOT be used for:**

- Application preparation
- Meals and lodging
- Entertainment
- Alcohol
- Appraisals of property to be purchased or used as a match
- Routine and deferred maintenance, and short-term operational needs
- Any committed or incurred costs prior to receiving a Notice to Proceed (this includes SCRC funds and any funds committed as match to the project)
- Allowance or payment of debts
- Food and beverages\*

*\*SCRC will only cover the cost of food and beverages when being purchased for the purpose of a conference or forum held in support of the project and is clearly outlined in the budget narrative. SCRC will not cover the costs of alcoholic beverages or tips associated with the purchase of food or beverages.*

#### **J. Regional Projects (Multi-County and/or Multi-State)**

Multi-jurisdictional applications are acceptable. Within the project narrative, multi-jurisdictional applicants must detail the specific financial request for each location (municipality, county, state) involved in the application. If a multi-state or multi-county project, include a comprehensive list of the counties and states in which the project will occur. If this information is not clearly provided within the materials submitted, your project will not meet the definition of multi-jurisdictional. If the project is multi-state, each state will review the pre-application and application independently. It is possible to be funded in one state and not another.

*Grant amounts may change based on the identified needs and priorities of individual states. Please review the State Plan(s) where your project will be located for details regarding state specific award criteria. State plans can be accessed on [scrc.gov](http://scrc.gov).*

#### **K. Match Requirements and Cost Sharing**

County economic designations also determine the percent of match required for SCRC funded projects. SCRC expects a recipient of a SEID grant to contribute its own

resources to a project to the extent it can do so and to seek additional non-SCRC funding assistance.

SCRC’s statute has cost sharing/match requirements on grants as described below:

- For projects in SCRC-designated transitional counties or isolated areas of distress, the federal cost share may not exceed 50%.
- For projects in SCRC-designated distressed counties, the federal cost share may not exceed 80%.
- For multi-county or multi-state projects, the federal cost share can be raised to 60-90% for a project or activity.
- SCRC funding is generally not available for projects located in SCRC-designated attainment counties unless the project is located in an isolated area of distress or part of a multi-county project.

|   |   |
|---|---|
| <b>Distressed Counties</b>                                  | <i>Up to 80% SCRC funding / 20% match required</i>                                      |
| <b>Transitional Counties/ Isolated Areas of Distress</b>    | <i>Up to 50% SCRC funding / 50% match required</i>                                      |
| <b>Attainment Counties</b>                                  | <i>Not eligible for SCRC funding unless it meets the criteria listed section below.</i> |
| <b>Regional Projects (Multi-County and/or Multi-State)*</b> | <i>Up to 60-90% SCRC funding /10-40% match required</i>                                 |

*\*Regional Projects must include three or more counties or two or more states to qualify for increased funding and lower match requirements.*

To determine match requirements for multi-jurisdictional projects, take the average match of the counties benefiting from the project. Applicants can meet their cost share/match requirement via cash and/or in-kind contributions by non-SCRC sources. Matching sources may be non-federal, other federal\* or a combination of sources.

*\*SCRC may accept other federal dollars as a match contribution. Some federal agencies and/or specific projects may have limitations on the use of other and/or total federal funding. Applicants are encouraged to consult with the State Program Managers and LDDs prior to submission if planning to use other federal funding as a source to meet the cost share/matching requirement.*

## **L. Exceptions to the Use of Funds in Attainment Counties**

**SCRC funds may only be used for projects located within an attainment county if one exception below is met:**

### **a) Isolated Areas of Distress**

Isolated Areas of Distress have high rates of poverty, unemployment or outmigration. The Commission has identified isolated areas of distress within attainment counties where SCRC funds can be used for projects.

If a project is located within an isolated area of distress, an application may be submitted. The applicant must identify the isolated area in the application.

#### **b) Multi-County or Multi-State Projects**

Projects within an attainment county may be funded if the project is a part of a multi-county project that includes an attainment county and at least one or more distressed or transitional counties. Match for multi-county projects consists of the average of all the counties involved in the project.

An exception exists for projects located within an attainment county that bring significant economic benefit to SCRC distressed counties.

#### **M. Federal Funding Ceiling**

If a project uses funds from multiple federal sources (including SCRC), no more than 80% of the total project cost can be funded, (e.g., if an applicant receives \$100,000 from a federal source, such as the U.S. Department of Agriculture, and the total project cost is \$200,000, the total SCRC award cannot exceed \$60,000). It is important for applicants to check with other federal sources, as each federal agency may have its own restrictions. See *40 USC §15506(e)*.

#### **N. Indirect Costs**

Applicants must use one of the following indirect cost rates:

- If the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA), they must provide an explanation of how the indirect costs are calculated in the Budget Information section of the application narrative. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, applicants must attach a current version of their NICRA to the application.
- Pursuant to [revised grants regulations](#) that became effective on November 12, 2020, any organization that does not currently have a federally negotiated indirect cost rate, except for those entities described in [2 CFR §200](#), may elect to charge a de minimis rate of 10% based on modified total direct costs, as defined in 2 CFR §200. No documentation is required to justify the 10% de minimis indirect cost rate, which may be used indefinitely. However, costs must be consistently charged as either indirect or direct costs and may not be double-charged or inconsistently charged as both. If you choose this option, this methodology must be used consistently for all federal awards until such time as you choose to negotiate for an indirect cost rate, for which you may apply at any time.

([See 2 CFR §200.414\[f\]](#) for more information on use of the de minimis rate.)

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. How to Apply**

The mandatory online grant pre-application will open on **June 19, 2023** at 12pm EST. Applicants can access the pre-application portal and required forms at [scrc.gov](http://scrc.gov). The due date for the pre-application is **July 21, 2023 at 5pm EST**.

The online grant full application will open on **August 7, 2023** at 12pm EST. Invited applicants can access the full application portal and required forms at [scrc.gov](http://scrc.gov). To be eligible for funding, the applicant must respond to each question. The due date for the full application is **September 15, 2023 at 5pm EST**.

Applicants are encouraged to work closely with the State Program Managers, Local Development Districts (LDDs) and other organizations and agencies involved in their project for planning and to meet all deadlines. Applicants proposing a construction project should be aware of the time constraints and alert engineers to strictly observe set deadlines.

##### **B. State Program Manager Outreach**

Applicants are required to submit a pre-application and contact the SCRC State Program Managers of the states directly impacted by the project proposal. State Program Managers will ensure that the project proposal is aligned with SCRC Strategic Goals and the State Plan(s). (See *Appendix I* for a list of State Program Managers.)

State Program Managers also serve as a resource to answer questions about the SEID Grant Program or the use of Commission funds to support projects in their communities and regions. Applicants with additional questions may submit them to [grants@scrc.gov](mailto:grants@scrc.gov).

##### **C. System for Award Management (SAM) and Unique Entity Identifier (UEI)**

As required by the Federal Funding Accountability and Transparency Act of 2006 and 2 *CFR* §200, applicants must meet the following criteria:

- Register in the System for Award Management (SAM) before submitting the application (SAM.gov);
- Provide a valid Unique Entity ID (UEI); and
- Maintain an active SAM registration with current information during times when in receipt of an active Federal award or an application or plan is under consideration by a federal awarding agency.

## D. SCRC Grants Management System

Pre-applications and full applications (including required and optional attachments) must be submitted electronically via the portal located on [scrc.gov](http://scrc.gov).

***Neither mail, facsimile nor email transmissions of applications will be accepted.***

## E. Grant Administration

The Commission is assisted by 62 regional organizations called Local Development Districts (LDDs) that help SCRC with outreach activities, application development and administering SEID Grant Program funds on behalf of grant recipients. The list of LDDs can be found on [scrc.gov](http://scrc.gov).

LDDs are knowledgeable about federal and state programs that can fund economic and community development projects. SCRC leverages LDDs to ensure Commission resources are deployed effectively and efficiently, while maintaining the integrity of the SEID Grant Program through quarterly reporting. The Commission will maintain regular communication with LDDs to monitor project performance and settle compliance issues.

Qualified administrative work may be reimbursed through a process based on the formula of 4% of the total SCRC grant award. Grant administration costs are eligible under the SEID Grant Program for an amount not to exceed the formula. If grant administration assistance is needed beyond the total available under the formula, that assistance must be paid for with non-SCRC sources such as matching funds. Grant administration costs must be reflected within the budget submitted for the project.

Each SCRC grant recipient is encouraged to use an LDD for grant administration assistance unless they are an agency of a state or local government or entity demonstrating capacity and requisite experience administering Federal funds. Required grant administration activities include:

- **Quarterly reports:** Complete and submit quarterly reports on time. Quarterly reports must thoroughly describe project progress, in accordance with the approved scope of work, and actual outcomes. Quarterly reports are due 30 days after the end of the reporting period (e.g., the quarterly report for October 1-December 31 is due January 30).
- **Reimbursement requests:** Complete reimbursement requests (SF-270 "Request for Advance or Reimbursement") by ensuring the reimbursement requests are accurate, in alignment with the scope of work and budget narrative, and include the necessary documentation to substantiate the reimbursement (or partial advance) request.
- **Final report:** Complete and submit final report and final reimbursement request. Final reports are due 30 days after the completion of the project.

- General assistance: LDDs can assist grantees by providing technical assistance, such as grant compliance and the procurement of goods, services, and/or contractors, etc.

**Note:** Grant administration does not include documentation related to the National Environmental Policy Act (NEPA). If an LDD can provide the applicant with services to complete NEPA documentation, that must be in a separate contract and is an eligible SEID Grant Program cost. Include this information in the project budget.

#### **F. Pre-Application (Required)**

Eligible entities interested in applying for a SEID Grant are required to submit a pre-application via the grant portal. The pre-application is due by 5pm EST on July 21, 2023.

The type of information requested in the pre-application includes:

- Legal name of applicant
- Point of contact name
- Entity type
- Applicant EIN
- SAM.gov registration/UEI#
- Co-applicant information (*if applicable*)
- Project type
- Project state(s)
- Project county(ies)
- Project summary
- Major activities
- Project timeline
- Alignment with SCRC's Five-Year Strategic Plan Goals
- Alignment with State Plan(s)/Strategy statement(s)
- Budget information (SCRC funds requested, matching funds, and total project cost)
- Optional attachments

Pre-applications are reviewed for eligibility by SCRC and assessed by the State Program Manager where the project will be implemented. The pre-application also provides an opportunity for Commission staff and State Program Managers to offer feedback to eligible entities intending to submit a full application for SEID Grant Program funding.

#### **G. Full Application (Required)**

Eligible entities invited to apply for a SEID Grant must submit a full application via the SCRC grant portal to be considered for funding. The full application is due by 5pm EST on September 15, 2023.

The type of information requested by SCRC in the full application includes the following:

- Project name
- Project summary
- Service area and community needs
- Project design
- Rationale
- Applicant experience
- Partnerships
- Work plan (including timeline)
- Anticipated outcomes
- Budget and budget narrative

Required Forms and Attachments to upload to the SCRC Grant portal.

- (All projects) SF-424 “Application for Federal Assistance”
- (All projects) Evidence of cost share/match requirement (e.g., executed grant agreement, commitment letter on funder’s letterhead, etc.)
- (All projects) Letter(s) of engagement from significant project partners
- *(Non-construction projects only)*  
SF-424A “Budget Information for Non-Construction Programs”
- *(Non-construction projects only)*  
SF-424B “Assurances Non-Construction Programs”
- *(Construction projects only)*  
SF-424C “Budget Information for Construction Programs”
- *(Construction projects only)*  
SF-424D “Assurances Construction Programs”
- (Construction projects only) Preliminary engineering report
- (Construction projects only) NEPA Intake Form
- (All projects) Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- (All projects) Grants Administration Assurances

## **H. Certification by State Member**

In accordance with *40 U.S.C. § 15503*, applications for grant assistance shall be made through and evaluated for approval by the State member representing the applicant. Only SEID grant applications that have been certified by the State member are eligible for funding consideration. The State member certifies that the project:

- complies with the SCRC strategic plan and applicable State economic and infrastructure development plan(s);
- meets applicable program criteria under *40 U.S.C. § 15504*;
- adequately ensures that the project will be properly administered, operated and maintained; and
- meets all other requirements for assistance.

## **V. APPLICATION REVIEW INFORMATION**

### **A. State Application Priority Rankings**

Upon certification by a member state, complete applications are scored using the criteria in Section V(B). After scoring applications, state members prioritize and rank applications. In accordance with *40 U.S.C. § 15504*, when considering programs and projects to receive funding, member states shall establish priority rankings of the requests for assistance that follow to the maximum extent practicable, consideration of the following:

1. Relationship of the project or class of projects to overall regional development;
2. Per capita income, poverty, unemployment and outmigration rates in an area;
3. Financial resources available to the applicants for assistance seeking to carry out the project, with emphasis on ensuring that projects are adequately financed to maximize the probability of successful economic development;
4. Importance of the project or class of projects in relation to the other projects or classes of projects that may be in competition for the same funds;
5. Projections that the project for which assistance is sought will improve, on a continuing rather than a temporary basis, the opportunities for employment, the average level of income or the economic development of the area to be served by the project; and
6. Extent to which the project design provides for detailed outcome measurements by which grant expenditures and the results of the expenditures may be evaluated.

Once completed by member states, priority rankings of applications are submitted to the Commission for funding consideration. An affirmative vote from the Commission is required for approval. The Commission includes the Federal Co-Chair and the majority of participating SCRC state members.

The Director of Grants and Programs reserves the right to negotiate all budget costs with applicants that have been selected to receive awards, which may include requesting that the applicant remove or adjust certain proposed costs. Additionally, they may request that the applicant modify outcomes or work plans and provide supplemental information pertaining to any aspect of the application. The Commission also reserves the right to reject an application where information is uncovered that raises a reasonable doubt as to the applicant's ability to successfully fulfill the objectives and requirements of the grant award. The Commission, under its complete and sole discretion, may select to award some, all or none of the applications received under this solicitation. Budget amendments will be made in consultation with the state where the project is located.

## B. Criteria and Scoring Rubric

SCRC has established a technical review process to provide an objective evaluation of all applications. The criteria set forth aligns with the Commission’s statutory purpose, strategic goals, state and Administration priorities.

| <b>Application Scoring Rubric</b><br><b>Maximum Points Possible = 100</b>  |                  |
|--|------------------|
| <b>I. Project Description</b>  | <b>35 Points</b> |
| a. Description of Project Service Area and Community Needs   | 10               |
| b. Project Design  | 15               |
| c. Demonstration of Inclusion of Distressed County/County Equivalent(s) and/or Isolated Area(s) of Distress  | 10               |
| <b>II. Project Rationale</b>   | <b>20 Points</b> |
| a. Alignment with SCRC Strategic Plan Goals  | 10               |
| b. Alignment with SCRC State Plan(s)   | 10               |
| <b>III. Community Capacity and Partnerships</b>  | <b>15 Points</b> |
| a. Experience of Project Team  | 7                |
| b. Demonstration of Local and Regional Partnerships (to include Historically Black Colleges and Universities (HBCU), Minority Serving Institutions (MSI) and/or Federally recognized Tribes) | 8                |
| <b>IV. Work Plan</b>   | <b>10 Points</b> |
| a. Project Activities/Deliverables   | 5                |
| b. Project Timeline  | 5                |
| <b>V. Performance Measurement and Sustainability</b>   | <b>10 Points</b> |
| a. Demonstration of Realistic and Attainable Outcomes  | 6                |
| b. Demonstration of Project Sustainability   | 4                |
| <b>VI. Budget Information</b>  | <b>10 Points</b> |
| a. Demonstration of Cost Share/Match Requirement   | 2                |
| b. Budget Alignment with Project Narrative   | 8                |

### Application Scoring Information – 100 Points

#### **Project Description – 35 Points**

##### **Description of Project Service Area and Community Needs (10 points)**

The extent to which the applicant describes the project service area and population to be served by the proposed project. Applicants must describe the project service area’s demographics and economic challenges, including the population, race and ethnicity, median household income, unemployment rate, poverty rate and labor force participation rate. Demographic and economic data indicators should come from primary sources, such as the U.S. Census Bureau, U.S. Bureau of Labor Statistics or U.S. Bureau of Economic Analysis.

**Project Design (15 points)**

The extent to which the applicant describes a coherent and feasible approach for successfully implementing the proposed project. The project design must describe all grant activities by demonstrating how the applicant will implement its proposed project, including all start-up activities. This section must also be clearly reflected in the Work Plan (i.e. project activities/deliverables and timeline), Budget, and Budget Narrative. The applicant must address factors that could impact the project's success and a related contingency plan.

**Inclusion of Distressed County/County Equivalent(s) and/or Isolated Areas of Distress (10 points)**

The applicant must show project activities occur in one or more distressed counties/county equivalents and/or isolated areas of distress found on [scrc.gov](http://scrc.gov).

**Project Rationale – 20 Points****Alignment with SCRC Strategic Plan Goals (10 points)**

The extent to which the applicant demonstrates alignment with one or more of SCRC's Strategic Goal(s) identified in the Commission's [Five-year Strategic Plan](#).

**Alignment with SCRC State Plan(s) (10 points)**

The extent to which the applicant demonstrates alignment with one or more of the investment priorities identified in their SCRC State Plan(s).

**Community Capacity and Partnerships – 15 Points****Experience of Project Team (7 points)**

The applicant must identify key members of the project team and describe their roles and responsibilities as a part of the project. To be considered for full points, the applicant must demonstrate the project team has relevant experience and the organizational capacity to manage and implement the proposed project, including but not limited to prior experience in or demonstrated capacity for managing federal grant requirements. Staff resumes and/or job descriptions (for positions the applicant is proposing to fill with grant funds) must be included as attachments to the application.

**Demonstration of Local and Regional Partnerships (8 points)**

The extent to which the applicant demonstrates partnerships with local and regional entities representing the public, private and nonprofit sectors to include HBCU, MSI and/or Federally Recognized Tribes. To be considered for full points, the applicant must describe the role and responsibilities of each partner and identify any leveraged resources (i.e. cash, in-kind, other). Letters of engagement are required. Letters of engagement must describe how the partner will be involved in the proposed project, the extent to which a partnership between them and the applicant has evolved, and/or how it will be strengthened. *Generic letters of support will not receive points.*

## **Work Plan – 10 Points**

### **Project Activities/Deliverables (5 points)**

The applicant must describe the phases/tasks necessary to complete the proposed project including key personnel assigned, timeline for completion, major activities/deliverables and budget estimate for each phase/task. To be considered for full points, the applicant must provide a detailed work plan for the entire period of performance which may not exceed 24 months.

### **Project Timeline (5 points)**

The extent to which the applicant demonstrates project completion during the period of performance. The timeline must cover the entire proposed period of performance which may not exceed 24 months.

## **Performance Measurement and Sustainability – 10 Points**

At this critical moment, SCRC is positioned to set the standard for anti-poverty, sustainable community and economic growth efforts in the region. Driven to affect change, SCRC established four key impact measures to evaluate efforts and investments made by the agency. Three targets listed below will measure outcomes associated with the priorities of the SEID program. Applicants must combine both quantitative and qualitative measures when evaluating the impact of SCRC grants. Additional outcomes should also be identified by the applicant.

- **Target 1: Number of households and businesses with new or improved access to critical services because of SCRC efforts or investments.** SCRC is committed to empowering community and economic development and growth by serving and impacting as many households, businesses and residents as possible.
- **Target 2: Number of jobs created and/or retained through SCRC efforts and investments.** Spurring job creation and retention underpin a thriving economy and community. SCRC is committed to investments that will enable community and economic development through job growth.
- **Target 3: Number of communities with enhanced capacity due to SCRC efforts or investments.** Of the 428 counties in SCRC, 166 are facing economic distress and pockets of persistent poverty exist throughout others. Capacity building, in the form of technical assistance, technology support and institutional strengthening enables communities to bridge critical service gaps and enhance quality of life. This plan targets meaningful investment across distressed counties and communities needing enhanced capacity.

### **Demonstration of Realistic and Attainable Outcomes (6 points)**

The extent to which the applicant proposes realistic and attainable outcomes to

be achieved during the period of performance. To receive full points, the applicant must include anticipated outcomes for the number of: Households and businesses with new or improved access to critical services; Jobs created and/or retained; and Communities with enhanced capacity. Additional outcomes provided in addition to the mandatory outcomes must be specific and relevant to the proposed project.

**Demonstration of Project Sustainability (4 points)**

The extent to which the applicant demonstrates project sustainability to continue operating beyond the period of performance. To receive full points, the applicant must describe how they will continue to support and/or maintain the project upon completion. *Complete reliance on SEID Grant Program funding or other federal funding to demonstrate project sustainability will not receive points.*

**Budget Information – 10 Points**

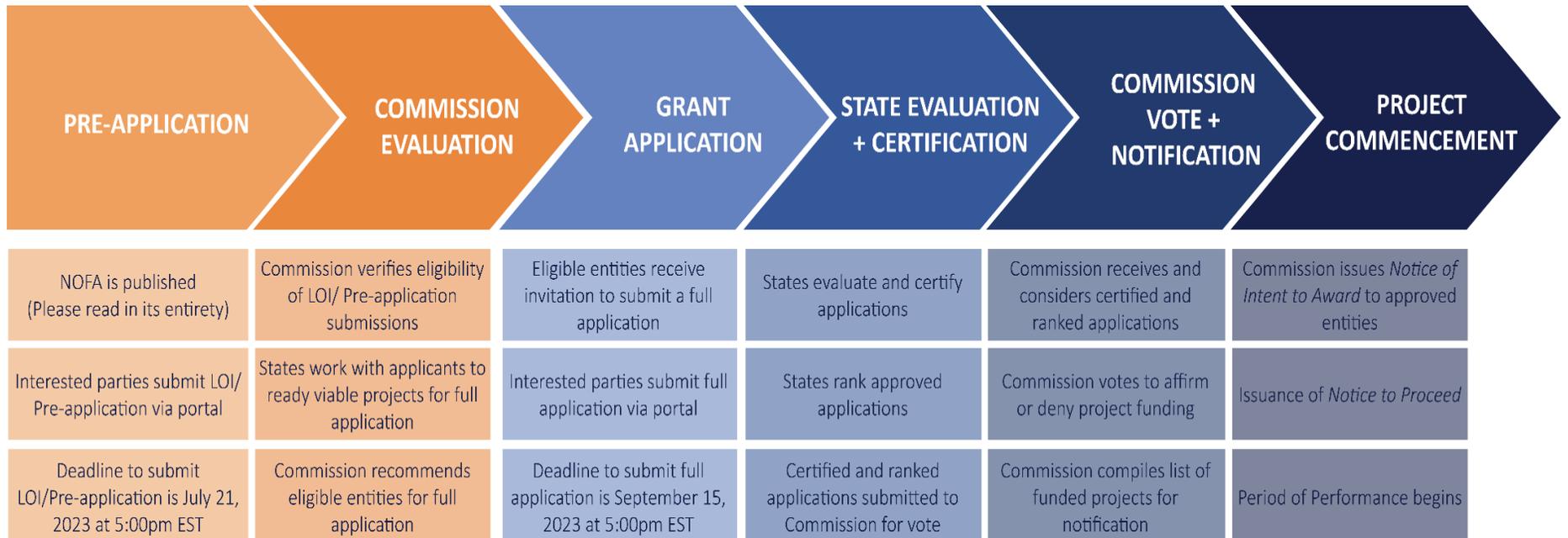
**Demonstration of Cost Share/Match Requirement – 2 Points**

The applicant must demonstrate they can fulfill the cost share/match requirement for their project through non-SCRC sources, such as other public or private contributions (e.g., cash, in-kind, or both). To receive full points, the applicant must attach documentation (e.g., grant agreement, letter of commitment, etc.) of committed funds to their application.

**Budget Alignment with Project Narrative – 8 Points**

The extent to which the applicant’s budget and budget narrative aligns with the project narrative.

### C. Timeline



|   |                    |
|---|--------------------|
| Pre-Application Portal Opens                | June 19, 2023      |
| Pre-Application Due                         | July 21, 2023      |
| Full Application Portal Opens               | August 7, 2023     |
| Full Application Due                        | September 15, 2023 |
| FCC and Governors Approve 2023 Grant Awards | November 3, 2023   |
| SCRC Notification of Awards                 | November 14, 2023  |

## **D. Administrative Program Requirements**

Administration of SCRC awards is subject to the same regulations, restrictions and requirements as other federal awards. These include but are not limited to [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR §200](#), as currently updated; Freedom of Information Act (FOIA); past performance and non-compliance; restrictions on making awards to corporations convicted of felony criminal violations and unpaid federal tax liabilities; environmental and historic preservation; and national policy requirements, including but not limited to those protecting free speech, religious liberty, public welfare, the environment and prohibiting discrimination, e.g., Equal Employment Opportunity and the Americans with Disabilities Act (ADA). SCRC reserves the right to change the reporting time periods and, depending on the nature of the project, may request additional relevant data.

In addition, SCRC requires grantees to cooperate with post-award evaluations, which require maintaining records for at least three years after project closeout. All SCRC awards are subject to audit. If the applicant's organization has been subject to a federal audit within the past five years, the applicant must include in the application, recommendations made and the response(s) to those recommendations. Additional program requirements can be found in *Appendix II: Award Administration*.

## **E. Reimbursement**

Funds are reimbursed to awardees for eligible expenses as determined by 2 CFR 200. Payments made outside of the reimbursement process may be considered with proper justification. The required supporting documentation (i.e., itemized bills, invoices and receipts, detailed accounting of personnel costs, copies of contracts and/or a contractor's partial pay estimate, etc.) should be provided to the grant administrator or staff responsible for reporting. The grant reporter will review the materials and associated budget balances before uploading the request into the funding portal. As outlined in the approved project Budget, there can be SCRC costs and non-SCRC costs; invoices should be provided for ALL costs. All funding sources should be drawn down as approved in the budget. Budget items that include both SCRC and non-SCRC sources will be drawn down at the predetermined pro-rata share. Other budget items may be dedicated 100 percent to SCRC or a non-SCRC source.

- All reimbursement requests, scope changes, modifications, etc., will be received by or emailed directly to the Critical Infrastructure team using the proper forms,
- Reimbursement requests will not be paid unless the project is in compliance with reporting requirements or any other deficiency, such as, a project that is beyond its performance period have been remedied, and,
- Any questions or feedback regarding actions taken by the Critical Infrastructure staff should be directed back to the same team.

Upon receipt, review and approval of the request, funds will be transferred electronically to the account established for the project by the awardee or basic agency and as identified in the Automated Clearing House (ACH) form (SF-3881), provided by SCRC. The information provided on all ACH forms must match the banking information, which is registered in SAM.gov. Further information for SAM.gov. SCRC's reimbursement process generally takes fourteen business days to complete. However, delays may occur if errors in the documentation are found or there is a lack of sufficient supporting details, the SCRC staff will work with and through the grant administrator to make necessary corrections. This does not take into consideration the amount of time needed by the grant administrator to collect, review and upload the request.

#### **F. SCRC Contact Information**

SCRC strongly encourages interested applicants to contact their State Program Manager (refer to Appendix I) and their Local Development District (*see list at [scrc.gov](http://scrc.gov)*) with questions about the SEID grant program or the use of Commission funds to support projects in communities located within the SCRC region.

All other questions can be directed to the Southeast Crescent Regional Commission (SCRC) via [grants@scrc.gov](mailto:grants@scrc.gov) or call 803-851-3356. Additional information can be found on the official website at [scrc.gov](http://scrc.gov).

## APPENDIX I. SCRC STATE PROGRAM MANAGERS

### Alabama

Crystal Talley  
SCRC State Program Manager  
Alabama Department of Economic and  
Community Affairs  
**Phone:** 334-353-2630  
**Email:** [crystal.talley@adeca.alabama.gov](mailto:crystal.talley@adeca.alabama.gov)

### Alabama

Leslie M. Clark  
SCRC State Program Manager  
Alabama Department of Economic and  
Community Affairs  
**Phone:** 334-353-2909  
**Email:** [Leslie.Clark@adeca.alabama.gov](mailto:Leslie.Clark@adeca.alabama.gov)

### Georgia

Brittany Pittman  
SCRC Program Manager  
Georgia Department of Community Affairs  
**Phone:** 706-508-7381  
**Email:** [Brittany.pittman@dca.ga.gov](mailto:Brittany.pittman@dca.ga.gov)

### Mississippi

Andrea Rose  
SCRC Program Manger  
Interim SCRC Regional Office  
**Phone:** 662-844-1184  
**Email:** [arose@mississippi.org](mailto:arose@mississippi.org)

### Mississippi

Mike Armour  
SCRC Program Manager  
Interim SCRC Regional Office  
**Phone:** 662-842-3891  
**Email:** [marmour@mississippi.org](mailto:marmour@mississippi.org)

### North Carolina

Olivia A. Collier  
SCRC State Program Manager  
North Carolina Department of Commerce  
**Phone:** 919 218 3623  
**Email:** [ocollier@commerce.nc.gov](mailto:ocollier@commerce.nc.gov)

### South Carolina

Caroline Griffin  
SCRC State Program Manager  
South Carolina Department of Commerce  
**Phone:** 803-737-0472  
**Email:** [cgriffin@sccommerce.com](mailto:cgriffin@sccommerce.com)

### Virginia

Matt Weaver  
SCRC State Program Manager  
Virginia Department of Housing and  
Community Development  
**Phone:** 804-371-7011  
**Email:** [matthew.weaver@dhcd.virginia.gov](mailto:matthew.weaver@dhcd.virginia.gov)

### Virginia

Rachel Jordan  
SCRC State Program Manager  
Virginia Department of Housing and  
Community Development  
**Phone:** 804-773-9098  
**Email:** [rachel.jordan@dhcd.virginia.gov](mailto:rachel.jordan@dhcd.virginia.gov)

## APPENDIX II. AWARD ADMINISTRATION

### I. Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this NOFA will be subject to the following administrative standards and provisions.

- a) Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments—2 *CFR Part 200* (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- b) All recipients must comply with the applicable provisions of the *Workforce Innovation and Opportunity Act (WIOA)*, *Public Law No. 113-328, 128 Stat. 1425* (codified as amended at *29 U.S.C. 3101 et. seq.*) and the applicable provisions of the regulations at *20 CFR Part 675 et. seq.*
- c) All entities must comply with *29 CFR Part 93* (New Restrictions on Lobbying), *29 CFR Part 94* (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), *2 CFR Part 180* (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, *2 CFR Part 200* (Audit Requirements).
- d) All entities must comply with the *Infrastructure Investment and Jobs Act (IIJA)* and the *Build America, Buy America Act (the Act)*, *Pub. L. No. 117-58, §§ 70901-52*, as well as the Executive Memorandum M-22-11, dated April 18, 2022, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

### II. Build America, Buy America Act Requirements

All grantees must comply with the *Infrastructure Investment and Jobs Act (IIJA)* and the *Build America, Buy America Act (the Act)*, *Pub. L. No. 117-58, §§ 70901-52*. This requirement applies to all SCRC grants for infrastructure projects.

#### The Act requires the following Buy America preference:

- a) All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- b) All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

- c) All construction materials<sup>3</sup> are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials and supplies that are consumed in, incorporated into or affixed to an infrastructure project. As such, it does not apply to tools, equipment and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.
- d) *Waivers* - Recipients may submit a written waiver request to SCRC to waive the domestic content procurement preference. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.
  - i. When SCRC has determined that one of the following exceptions applies, a final determination of waiver approval will be made:
    - 1. applying the domestic content procurement preference would be inconsistent with the public interest;
    - 2. the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
    - 3. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

Before applying a Buy America preference to a covered program that will affect Tribal Communities, SCRC will follow the consultation policies established through Executive Order 13175, Consultation and Coordination with Indian Tribal Governments, and consistent with policies set forth in the Presidential Memorandum of January 26, 2021, on Tribal Consultation and Strengthening Nation-Nation Relationships.

[See the definitions section of Buy America terms.](#)

### **III. Other Federal Requirements**

- a) Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- b) Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the SCRC pursuant to the Age Discrimination Act of

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<sup>3</sup> Excludes cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

1975, as amended. The Act prohibits discrimination on the basis of age by recipients of Federal financial assistance and in federally assisted programs or activities, but permits the use of certain age distinctions and factors other than age that meet the requirements of the Act and this part.

- c) Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance pursuant to Title IX of the Education Amendments of 1972, as amended (except sections 904 and 906 of those Amendments) [20 U.S.C. 1681](#), [1682](#), [1683](#), [1685](#), [1686](#), [1687](#), [1688](#)), which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in these Title IX regulations.
- d) Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- e) Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- f) SCRC will follow the procedures outlined in the agency's Freedom of Information Act (FOIA) policy. If SCRC receives a FOIA request for your application, the procedures in SCRC's FOIA policies for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally *5 U.S.C. § 552*.

#### **IV. Other Legal Requirements**

- a) Religious Activities - SCRC notes that the Religious Freedom Restoration Act (RFRA), *42 U.S.C. § 2000bb*, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. Religious organizations are eligible on the same basis as any other organization, to seek SCRC support or participate in SCRC programs for which they are otherwise eligible.
- b) Lobbying or Fundraising the U.S. Government with Federal Funds - In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (*Public Law 104-65*) (*2 U.S.C. § 1611*), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).
- c) Transparency Act Requirements - Ensure that the necessary processes and systems are in place to comply with the reporting requirements of the *Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202)*, as follows.

- i. Except for those excepted from the Transparency Act under subparagraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- ii. Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in *2 CFR Part 170, Appendix A*, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

**V. Types of Awards Not Subject to the Federal Funding Accountability and Transparency Act.**

- a) Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name);
- b) Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year;
- c) Federal awards, if the required reporting would disclose classified information, and
- d) Safeguarding Data Including Personally Identifiable Information (PII) Applicants submitting applications in response to this NOFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Southeast Regional Commission and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order.
  - i. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by recipient(s) will be performed in a manner consistent with applicable state and federal laws.
  - ii. By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained or otherwise associated with SCRC funded grants is securely transmitted.
  - iii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including SCRC or contractors.

- iv.** You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the SCRC standards for information security and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.
- v.** You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- vi.** You further acknowledge that all PII data obtained through your SCRC grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services and designated locations approved by SCRC. Accessing, processing and storing of SCRC grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by SCRC.
- vii.** Your employees and other personnel who will have access to sensitive / confidential / Proprietary / private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.
- viii.** You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- ix.** You must not extract information from data supplied by SCRC for any purpose not stated in the grant agreement.
- x.** Access to any PII created by the SCRC grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- xi.** All PII data must be processed in a manner that will protect the confidentiality of the records/ documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS

140-2 encryption. In addition, wage data may be accessed only from secure locations.

- xii. PII data obtained by the recipient through a request from SCRC must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xiii. You must permit SCRC to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xiv. You must retain data received from SCRC only for the period required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

## **VI. Record Retention**

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See *2 CFR 200.333-.337* for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

## **VII. Use of Contracts and Subawards**

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

- a) **Contract:** Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this NOFA does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).
- b) **Contractor:** Contractor means an entity that receives a contract as defined above in Contract.
- c) **Subaward:** Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to

carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- d) Subrecipient: Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. You must follow the provisions at 2 *CFR* 200.330-.332 regarding subrecipient monitoring and management. Also see 2 *CFR* 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 *CFR Part* 180 and codified at 2 *CFR Part* 2998.

### **VIII. Closeout of Grant Award**

- a) Any entity that receives an award under this Announcement must close its grant with SCRC at the end of the final year of the grant.
- b) The goal of the Grants Oversight and New Efficiency (GONE) Act is to close out expired grants. The GONE Act requires the Office of Management and Budget (OMB) to instruct each agency, in coordination with the Department of Health and Human Services (HHS), to submit to Congress and HHS by December 31 of the first calendar year beginning after this Act's enactment a report that:
  - i. Lists each federal grant award held by such agency,
  - ii. Provides the total number of federal grant awards, including the number of grants by time of expiration, the number with zero-dollar balances and the number with undisbursed balances,
  - iii. Describes the challenges leading to delays in grant closeout, and,
  - iv. Explains, for the 30 oldest federal grant awards, why each has not been closed out.

The covered grants are those within an agency's cash payment management system that have expired for two or more years and have not been closed out. No later than one year after the head of an agency submits its report, the agency head will notify HHS whether the agency has closed out the covered grants discussed in its report. HHS is required to compile this information and provide it to Congress.

### **IX. Administrative Requirements**

- a) Award Announcements - SCRC will coordinate award announcements with appropriate federal and state entities. Grantees will be informed by the Commission once cleared to share award announcements with media outlets.

- b) Notice to Proceed - The Commission will issue a Notice to Proceed letter to each grantee once grant agreements have been executed. Grantees shall not incur any project-related expenses funded by their SCRC award until a Notice to Proceed letter has been signed by the Federal Co-Chair and received by the grantee's authorized organizational representative. Costs incurred before the Notice to Proceed letter has been received will not be eligible for reimbursement by SCRC grant funds.

## **X. Other Administrative Standards and Provisions**

Except as specifically provided in this NOFA, our acceptance of an application and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

## **XI. Special Program Requirements**

- a) **SCRC Evaluation** - As a condition of grant award, grantees are required to participate in an evaluation, if undertaken by SCRC. The evaluation may include an implementation assessment across grantees, an impact and/or outcomes analysis of all or selected sites within or across grantees, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). Applicants are required to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grantees must agree to:
  - i. make records available to the evaluation contractor on participants, employers, and funding;
  - ii. provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits;
  - iii. in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants; and
  - iv. follow evaluation procedures as specified by the evaluation contractor under the direction of SCRC.

## **b) Performance Goals**

Please note that applicants will be held to outcomes provided, and failure to meet those outcomes may result in technical assistance or other intervention by SCRC and may also have a significant impact on decisions about future grants with SCRC.

## **c) Definitions**

- i.** Construction materials include an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand or gravel; or aggregate binding agents or additives – that is or consists primarily of:
  - non-ferrous metals;
  - plastic and polymer-based products (including polyvinyl chloride, composite building materials and polymers used in fiber optic cables);
  - glass (including optic glass);
  - lumber; or
  - drywall.
- ii.** Domestic content procurement preference means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.
- iii.** Infrastructure: Infrastructure includes, at minimum, the structure, facilities, and equipment for, in the United States (1) roads, highways, and bridges; (2) public transportation; (3) dams, ports, harbors, and other maritime systems; (4) intercity passenger and freight railroads; (5) freight and intermodal facilities; (6) airports; (7) water systems; including drinking water and wastewater systems; (8) electrical transmission facilities and systems; (9) utilities; (10) broadband infrastructure; and (11) buildings and real property. Infrastructure includes facilities that generate, transport and distribute energy.

### APPENDIX III. MATCH & COST SHARING QUALIFICATIONS & EXCEPTIONS

With the following qualifications and exceptions, SCRC matching or cost sharing requirements may be satisfied by any of the following:

- Applicant is providing cost share: Letter from the appropriate authority stating that the entity will provide the cost share. A letter is required to have the following elements:
  - state the amount of the commitment;
  - the dates the commitment will cover, consistent with the period of performance;
  - the funds are for the purpose outlined in the application; and
  - document hours dedicated to project as differentiated from their “normal employment” responsibilities.

*If the funds will be used for paying staff within the applicant’s organization, the letter should also state the following:*

- the # of hours staff are anticipated for work on the project;
  - the pay of those staff (hourly rate); and
  - the indirect cost rate that will be used (if applicable).
- Municipal lending: SCRC requires proof of authorization to spend. This may be different for different states, and may take the form of city council approval, Town or City manager approval, or demonstration of town meeting approval. It is the applicant’s responsibility to ensure that they have the appropriate authority to loan/bond funds for the project, but there must be some sort of authorization documented.
  - Commitment from project partner: A letter is required to have the following:
    - state the amount of the commitment;
    - the date that the award was made; and
    - the purpose of the funds must match the scope outlined in the application.

**Please note** - A letter of submission, or status notification of ‘application received’ or ‘pending’ is NOT a letter of commitment.

- Volunteer Services: Provide a written plan of how the volunteer donation amount will be calculated. (Ex: 4 meetings a year, taking place quarterly that are expected to last 1.5 hours and 5 volunteers will participate.  $4 \times 1.5 \times 5 = 30$  hours  $\times 24.14 = \$723.60$ .) Applicants may use the state or national rate. The volunteer rate may be used as cost share and should be consistent with the national average [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time), or consist of the professional fee charged in any situation. Volunteers may not be counted for the same activity in a different project (counted twice) or be federal employees.

You may include any Indirect Cost Rate in addition to the volunteer rate. *Note: the rate that is calculated at the time of the grant agreement will be the rate for the remaining project period until project completion. It is not feasible to renegotiate these rates during the project period. In-kind services in the form of volunteers on a construction site are highly discouraged.*

- Municipal Force Accounts: Applicants must document that they have experienced staff. Force account work is limited to work that the municipality can demonstrate is within the technical skill and managerial ability of the applicant and its forces. The applicant must provide an accounting of time and costs and provide appropriate documentation of indirect costs, if used. Both salaries of staff and cost of mobilization and fees for vehicles may be counted as cost share when those costs are appropriately documented.
- Land or other donated real property or equipment: A Letter of Intent from the current property owner stating that they will provide the land to the project stating the sale and 'appraised' value of the land, the anticipated date of transaction and identification of the property. Even if the property is being donated, a MAI appraisal is required. NOTE: A municipal assessment is NOT an appraisal. An appraisal of the property must be completed within the past 18 months, or an appraisal must be made prior to issuing a Notice to Proceed if the project is being donated. RE EQUIPMENT: The entity that is donating equipment must provide a letter with the following elements:
  - date that the equipment will be transferred to the grantee;
  - market value of the equipment;
  - a description of the equipment, and
  - a statement that the donation is for the purpose of the project as detailed in the grant agreement. [NOTE: 2 CFR 200.306(i)(1) does not address the timing of the donation of property]
- Cost sharing or matching requirements may be met by other Federal grants when authorized by the other agencies, but only up to 80% of the total project cost.
- Neither costs nor the value of third-party in-kind contributions may count towards satisfying a cost sharing requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing requirement of another Federal grant agreement, a federal procurement contract, or any other award of Federal funds in another project.
- Unless SCRC expressly approves use of program income under the additive alternate contained in 2 CFR 200.307(e)(2) or the cost share alternative in 2 CFR 200.307(e)(3), it is required to treat program income under the deductive method as outlined in 2 CFR 200.307(e)(1). This

means that if program income is received it will reduce the SCRC award amount.

- Costs and third-party in-kind contributions counting towards satisfying a cost sharing requirement must be verifiable from the records of the applicant. These records must show how the value placed on third party in-kind contributions were derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.
- If an applicant includes matching funds/cost share in their application, cost share must be committed by September 30 of the year following the award year. This date allows for extraordinary situations that may occur. If this date cannot be met, the applicant should consider postponing the application until the subsequent year.

## APPENDIX IV: SEID FORMS/DOCUMENTS

- (All projects) SF-424 “Application for Federal Assistance”
- (All projects) Evidence of cost share/match requirement (e.g., executed grant agreement, commitment letter on funder’s letterhead, etc.)
- (All projects) Letter(s) of engagement from significant project partners
- *(Non-construction projects only)* SF-424A “Budget Information for Non-Construction Programs”
- *(Non-construction projects only)* SF-424B “Assurances Non-Construction Programs”
- *(Construction projects only)* SF-424C “Budget Information for Construction Programs”
- *(Construction projects only)* SF-424D “Assurances Construction Programs”
- *(Construction projects only)* Preliminary engineering report
- *(Construction projects only)* NEPA Intake Form
- (All projects) Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- (All projects) Grants Administration Assurances